



MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: CASEWORKER

SALARY RANGE: \$27,123.20 - \$35,380.80

LOCATION: MUSCOGEE (CREEK) NATION SOCIAL SERVICES

JOB DUTIES: Under the supervision of the Manager, the Caseworker counsels and aids individuals and families requesting assistance of social services. Adhering to established plans and guidelines to process applications for all Federal, State, and Tribal programs administered through the Social Services Department. Shall interview clients by phone or in person, in the office, at designated field sites or in institutions. Assess the clients situation by reviewing the client's needs and all resources available to him /her. Shall review and process applications and communicate with clients throughout the application process and inform clients of any decision or action taken on their application. Inform clients of their rights and maintain confidentiality on all information. Shall prepare pending reports to aid in the routing of appropriate documentation to the appropriate caseworker. Shall maintain confidentiality on all Social Services clients and personnel. Shall perform any and all duties as assigned.

JOB QUALIFICATIONS: Bachelors Degree. Must be computer literate with experience in Microsoft Word, Access and /or similar programs. Two(2) years experience in social work is preferred. Shall possess a valid drivers license and a good driving record. Must submit to and pass all necessary background checks and drug testing.

***COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**

INDIAN PREFERENCE

CLOSING DATE: OPEN UNTIL FILLED

SEND APPLICATIONS TO: Muscogee (Creek) Nation Personnel Services
P.O. Box 580
Okmulgee, OK 74447
Fax: (918) 756-2284
monicam@muscogeenation-nsn.gov
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